



Questions and Answers related to: Request for Proposal (RFP) for Enterprise Resource Planning (ERP) System and Implementation Services

Question 1:

The RFP we have lists on pages 10-11 modules, but does not provide any details about what the City needs those modules to do. Does the City have further breakdown of required functionality of each module?

Answer 1:

We do not have specific requirements for each module. We are open to considering any system that can provide a modern and user friendly experience that is built to achieve finance and HR best practices for municipal operations. As a City of approximately 60,000 residents, our operations are standard for a municipality. We do not have any unique needs for a new ERP system. As stated in the RFP section 4.1, there is some functionality that we require across the system, such as permissions, workflow, content management, and reporting tools.

Question 2:

On Page 6, Section 1.8 – Proposal Submittal – The city discusses its desire for a hardcopy delivery.

- a) Would the City consider waiving this requirement which reduces Proposers amount of time to respond by at least 3 and more likely 5 days (to allow for printing, binding, and delivery)
- b) Alternatively, would the City consider receipt of an electronic proposal (via e-mail or a method of the City's choosing) with the hard copy receipt to follow whenever the deliver service is able to get it to the City?

Answer 2:

The City has now extended the deadline to submit a proposal by an additional two weeks, so we will still be requiring hard copies of the proposal to be submitted by the deadline of August 15th by 4pm PST. Hopefully that provides the time needed to print and mail your proposal.



Question 3:

On Page 8, Section 3.2 – Integration with Other Systems – Is the City requested estimate cost of interfacing with the systems in Table 2?

- a) Assuming yes, can the City provide details around the data elements to be included in the interface (e.g., specific data fields, size of fields, validation on fields, is every interface the same or are there different process at different times of the day, month, year, is the interface single or by directional, etc. For example one of the items to be sent to the IRS is “Tax Return Data”. This could be hundreds of data elements, without more specificity any estimate would be highly inaccurate.

Answer 3:

A cost estimate to interface with the systems listed in Table 2 is desirable. We are not going to get into the level of detail you are requesting, in terms of data fields, during the RFP process, so we will accept a cost estimate that is a range. The majority of the interface systems listed in Table 2 are fairly standard for a municipality.

Question 4:

There are several places where the City is asking for information the answer to which would be different if it came from a System Integrator (which we are) vs. the Software provider. Could the City distinguish which party it wants answer to or would the City like us to provide a list of all the places within the RFP where the answer could be different depending on who is answering the question?

- a) For example, Page 12, Cover Letter. The answers to each of the bullet points would be different depending on if the System Integrator is answering or the Software provider.
- b) Another example, Page 13 Company Background. Again the information for each bullet would be different and may be of value to the City

If the City wants both the Software provider and the System Integrator, does the City also want any suggested 3rd Partner products to answer those questions?

Answer 4:

Can you please send me a list of all the places where you are not clear whether the answer should be from the System Integrator versus Software Provider?

- a) For the cover letter, please answer as the System Integrator, but include the software providers in the answer to bullet 4, regarding subcontractors
- b) For company background, please answer as the System Integrator
- c) Please make sure your response clearly defines the relationship between the City, your company as System Integrator, and any software providers. For example, we contract with you and you subcontract with the software providers, or we contract with both you and the software providers.

No, suggested third party partner products do not need to answer the questions.



Question 5:

Page 13, Section 4 – References – Please clarify it appears the City is looking for Five (5) References all of which must be Municipalities, and three (3) of which must have been implemented within the last five (5) years. Please confirm if our question is accurate or please clarify the request.

Answer 5:

The language on references reads that the references “should be from municipalities” not has to be. The requirement is that five references must be provided, with three from projects that were implemented in the last five years. The references being from municipalities is preferable, but not required.